



JOB DESCRIPTION

JOB TITLE:	Senior Human Resources Coordinator	
DEPARTMENT:	Office of the City Manager	
REPORTS TO:	Assistant to City Manager	DATE: May, 2009
EMPLOYEE UNIT:	Management & Confidential	Supersedes: July, 2008
FLSA EXEMPT:	Yes	

JOB SUMMARY: Under the general direction of the Assistant to City Manager, the Senior Human Resources Coordinator performs a wide variety of professional, administrative, and analytical duties in support of a wide range of human resources functions. These include recruitment, employment procedures, labor relations, and administration of personnel records, personnel policies, benefits, workers' compensation, training and staff development. This classification oversees technical and confidential processes and programs, and provides highly responsible and complex staff assistance to the Human Resources Director.

CLASS CHARACTERISTICS: This is a mid-management classification responsible to manage a full range of municipal human resources services requiring a high level of responsibility and confidentiality, and a significant degree of difficulty, independent thought, and decisive and timely action. The Senior Human Resources Coordinator exercises functional supervision over professional and administrative support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are performed personally, in cooperation with the Assistant to City Manager, and/or in coordination with other City staff. Additional duties may be assigned.

1. Provide professional, advanced coordination in support of human resources functions and programs including labor relations, recruitment, selection, performance evaluation, training, staff development, classification, job evaluation, benefits, and compensation.
2. Coordinate with the City's third party administrators for workers' compensation claims.
3. Participate in the development and implementation of new or revised human resources programs, systems, procedures, and methods of operation.
4. Participate in the preparation and administration of assigned budgets; maintain and monitor appropriate budgeting and expenditure controls.
5. Research, collect, compile, and analyze information from various sources on a variety of specialized human resources topics; prepare comprehensive technical records, reports, and

summaries to present and interpret data, identify alternatives, and make and justify recommendations.

6. Plan and conduct comprehensive salary and benefit surveys; perform job evaluation, classification, and class specification development.
7. Coordinate the recruitment process; screen employment applications; ensure applicants meet or exceed minimum qualifications; participate in the selection of the employee.
8. Design, coordinate, and administer written, performance, and/or oral employment examinations; ensure that exams and interviews are conducted in accordance with Federal and State laws and City policies and procedures.
9. Oversee, coordinate, and monitor human resources information systems, procedures, and processes including payroll process.
10. Monitor legislation and analyze proposed legislation to determine impact on human resources operations and programs.
11. Administer the City Employee Safety Program and may chair the City Safety Committee.
12. Serve as a liaison with employees, public and private organizations, community groups, and other organizations; provide information and assistance regarding human resources programs and services; receive and respond to complaints and questions relating to human resources; review problems and recommend corrective actions.
13. Represent the City and the Human Resources Department at community and professional organization meetings.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience:

1. Possess a Bachelors degree from an accredited college in public administration, human resource management, or closely related field.
2. Three years of professional level, public sector human resources experience, including experience in supervising professional, technical and clerical staff.

Knowledge of:

1. Principles and practices of labor relations, EEO, selection, recruitment, job evaluation, benefits administration, training, classification, and compensation.
2. Principles and techniques of human resources management and program administration.
3. Organizational and management practices as applied to the analysis, evaluation, development and implementation of human resources programs, policies and procedures.

4. Pertinent Federal, State, and local laws, codes, and regulations including administrative and departmental policies and procedures.
5. Principles and practices of performance evaluation, training, and staff development.
6. Project management principles and concepts.
7. Research and reporting methods, techniques, and procedures.
8. Sources of information related to a broad range of human resources programs, services and functions.
9. Principles and procedures of statistical and administrative record keeping.

Skill in:

1. Planning, assigning, directing and reviewing the work of a professional staff and support staff.
2. Implementing, interpreting and explaining complex policies, procedures, rules and regulations.
3. Conducting analytical studies, compiling statistical and economic data, evaluating alternatives, and making sound recommendations.
4. Providing outstanding customer satisfaction (internally and externally).
5. Use of common office software including Microsoft Office and specialized human resource applications.

Ability to:

1. Exercise sound independent judgment within general policy guidelines.
2. Select, train, evaluate, and motivate staff.
3. Establish and maintain effective working relationships with those contacted in the course of the work.
4. Represent the City effectively in meetings with others.
5. Prepare clear, concise and competent reports, correspondence, and other written materials.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employee generally works 90% indoors and 10% outdoors.
2. The work environment indoors is usually in a temperature-controlled office; some travel is required.
3. Noise level in the work environment is usually moderate.